



Supervisor of Building Trades
Examination Announcement
California Department of Veterans Affairs

*Open Examination for the Following Location(s):
Veterans Home of California – Yountville*

Final Filing Date: May 14, 2013

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
WHO SHOULD APPLY:	Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY:	<p>Applicants may apply via mail or hand deliver the application to the Human Resources Division at the address listed below.</p> <p>Veterans Home of California - Yountville Attn: Human Resources – Testing Unit 110 California Drive Yountville, California 94599</p> <p>Applications (Std. 678) are available at www.jobs.ca.gov, local offices of the Employment Development Department and the testing department on this job bulletin.</p> <p>All mailed applications must be postmarked no later than the final filing date or will not be accepted for any reason. Applications that are personally delivered or sent via interoffice mail must be received at the above address before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.</p> <p>Submit applications only to address indicated above. Do not submit to the California Department of Human Resources (CalHR).</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
APPLICATION REQUIREMENTS	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.</p>
THE POSITION	Under general direction, to coordinate and supervise the repair, maintenance, and minor construction work of buildings and structures at a Veterans Home; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.
SALARY RANGE	\$ 4,201.00 - \$4,837.00

See reverse side (Page 2) for additional information

MINIMUM QUALIFICATIONS	<p style="text-align: center;">EITHER I</p> <p>In the California state service either:</p> <ol style="list-style-type: none">1. Two years of experience as a building trades supervisor. Or2. Three years of experience as a lead journeyman (II level) in one of the building trades. Or3. Four years of experience as a journeyman in one of the building trades. <p style="text-align: center;">OR II</p> <p>Experience: Four years of experience as a journeyman in one of the building trades, at least two years of which shall have been in a supervisory capacity over journeyman crews engaged in building construction or maintenance and the repair of large buildings such as hospitals, schools, or industrial buildings.</p> <p>And</p> <p>Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
EXAMINATION PLAN	<p>This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.</p> <p style="text-align: center;">Qualifications Appraisal – Weighted 100%</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
KNOWLEDGE, SKILLS, AND ABILITIES	<p>Scope of the Examination:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Comprehensive knowledge of methods, materials, tools, and equipment used in building construction, maintenance, and repair work to supervise journeymen in order to accomplish a work assignment.2. Basic knowledge of methods used in requisitioning, purchasing, receiving, inspecting, storing, and issuing materials and supplies to ensure the proper flow of materials so work assignments are properly completed.3. Basic knowledge of Department’s Equal Employment Opportunities (EEO) Program objective to ensure compliance with departmental policies (e.g., create a hostile-free work environment; comply with zero tolerance policy on sexual harassment, etc.).4. Basic knowledge of the supervisor’s role in the EEO program and the processes available to meet EEO objectives to implement and maintain the EEO program so that it complies with departmental policies.5. Basic knowledge of computer usage (e.g., Word, SAPMS, Excel, etc.) to maintain accurate records, expedite processing, create better presentations, communicate effectively, and contribute to the department’s needs.6. Basic knowledge of codes (e.g., building, electrical, plumbing, fire, etc.), CCR titles, rules, regulations, DOM, institutional operating procedures (OP), safety orders and safety practices applying to the various building trades to maintain a safe working environment and comply with State and Federal laws.

See Following Page (Page 3) For Additional Information

KNOWLEDGE, SKILLS, AND ABILITIES (CONTINUED)	Ability to: <ol style="list-style-type: none">1. Supervise the work of building trades journeypersons, and/or lead persons to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.2. Inspect the work of building trades journeypersons, and/or lead persons to complete assigned tasks in the maintenance, repair, and/or major/minor construction of buildings and structures.3. Read, interpret, and work from blueprints, plans, and specifications to accurately complete job assignments.4. Estimate costs (e.g., labor, materials, etc.) based on blueprints, plans, specifications, or institutional needs to stay within departmental budget guidelines.5. Keep accurate records and prepare reports to maintain a history and document findings.6. Contribute to the department's EEO objectives (e.g., treatment of people, sexual harassment, discrimination, hostile work environment, etc.) to promote a hostile-free work environment.7. Analyze situations accurately and adopt an effective course of action to deal with situations encountered on the job, maintaining a safe, hostile-free work environment and hold staff accountable to complete assignments within the allotted timeframes.
SPECIAL PERSONAL CHARACTERISTICS	<ol style="list-style-type: none">1. Interpersonal skills, tact, and assertiveness to earn and keep the respect of staff.2. Must have a flexible attitude to adapt to changes in the work environment in order to accommodate any alteration in work project assignments as institutional needs change.3. Must have sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees.4. Must be able to inspect specific job locations or sites (e.g., rooftops, confined spaces, basements, trenches, water towers, stairwells, etc.) which may involve using ladders, stairs, scaffoldings, bucket-trucks, man-lifts, scissors-lifts, etc.5. Must be able to be ethical, maintain confidentiality and display good judgment in decisions that affect resources such as tools, equipment, materials, funds, and services.6. Must model professional behavior at all times, consistent with the mission of the department.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application". You will be contacted to make special arrangements. If you have any questions, you may contact Human Resources at (707) 944-4550.
ELIGIBLE LIST INFORMATION	The resulting eligible list will be used to fill vacancies at the Veterans Home in Yountville. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
VETERANS PREFERENCE POINTS / CAREER CREDITS	Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive Veterans preference credits.

General Information

For an examination with a written feature, it is the candidate's responsibility to contact **Human Resources in Yountville, California, (707) 944-4550**, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **Human Resources in Yountville, California, (707) 944-4550**, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

See reverse side (Page 4) for additional information

General Information, Continued

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. CalHR Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the CalHR office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the Cal HR. Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.jobs.ca.gov or from CalHR, 1515 S Street, North Building, Suite 400, Sacramento, CA 95811-7258 and the Department of Veterans Affairs.

See Following Page (Page 5) For Additional Information

General Information, Continued

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution.)

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

California Relay Service for Hearing Impaired Only **(800) 735-2929**.

End